

MEMORANDUM

CHM HILL

Minutes of the October 11 CALFED Water Quality Strategy Workshop

TO: Rick Woodard
Ron Ott
Dale Flowers
Carol Howe
John Gaston

FROM: John Dickey/RDD

DATE: October 12, 1996

This memo includes the minutes of a meeting to further develop CALFED strategy for leading the Water Quality Team through the end of Step 1 of the Implementation Strategy for Phase II (see Figure 1). The meeting took place in the conference room in CALFED offices, and the following persons were in attendance:

- Rick Woodard
- Ron Ott
- Dale Flowers
- John Dickey

Meeting materials included Figure 1 (Ron Ott), a "Summary of CALFED Water Quality Strategy Workshop Held on Oct. 8, 1996", an "Agenda for the CALFED Water Quality Workshop to be Held on October 11, 1996", and "Objectives for Next Water Quality Workshop" (all from Rick Woodard).

General updates included the following:

Ron Ott explained his efforts to provide first-cut costs and possible implementation schedules for actions.

Rick Woodard discussed the need to coordinate contacts (see below for details).

John Dickey updated Rick on status of Ag. Sub-team work products.

Following general updates from the attendees, the agenda items discussed included the following:

1. Preparation for October 23 team Meeting

a. Incorporating results of committee “homework” assignment from October 2 meeting

John Dickey explained process and results of the Ag. Sub-team conference call re: actions categorization (Oct. 10). Actions were well spread among categories, with about 8 high-potential actions. Several actions were restated or modified in content to resolve specific problems. Participants had studied actions list and advantages/constraints info. first, and formulated their responses. They appeared to consider known constraints of other constituencies, as requested. Actions were discussed one-by-one. Rationale for each rating was recorded, then reviewed for accuracy after any discussion before proceeding to the next action.

The following decisions were made:

- John Dickey will contact Carol Howe and John Gaston to coordinate the application of similar conference call methodology. This methodology will also include follow-up by consultant staff in the form of a written summary of conference call results faxed to all sub-team members, and by telephone polling of members to elicit review comments.
- After all three conference calls, John, John, and Carol will merge the results into a single presentation, highlighting points of consensus and conflict.
- This presentation will be on the Oct. 23 meeting agenda. During the presentation, discussion and comment (according to established meeting process) will be taken to provide a basis for a single, consensus list of prioritized actions.

b. How to handle linkages and actions

After some discussion, the following decisions were made:

- Only actions that are relatively insensitive to alternative formulation will be included in the Common Water Quality Program. Other actions (notably Nos. 8 and 9 from the current list, the South Delta Plan and levee O&M) will be deferred to a separate Linkages Plan that will be developed.
- A Linkages Plan will address the need for the Water Quality Team to provide input on water quality throughout the CALFED process. For example, storage and conveyance measures that significantly affect water quality, whether or not they appear in the current alternatives formulations, should be brought to the attention of the Storage and Conveyance Committee.

c. Categorize 31 actions, identify consistent benefits, take first cut at target ranges

See above agenda item for some of this.

Current plans were for presentation of target ranges on Oct. 23. Ron Ott indicated that this presentation should provide wide ranges, and that supporting charts and graphs should be used. Rick Woodard felt that the level of detail during parallel presentations from the sub-teams on parameters given at the Oct. 3 meeting would be appropriate. A single table including ranges for all parameters (from all 3 sub-teams) should be used, and presentations by staff should be coordinated and parallel.

John Dickey indicated that this would be reasonably easy for the Ag. Sub-team, but probably somewhat more difficult for the Eco. Sub-team. Ron thought that Urban would be ready with draft ranges from CUWA.

d. New membership integration into process

The following rationale for adding new members now was defined:

1. To date, team activity has focused on defining water quality needs, so that water users have been targeted for team membership. As we progress into development of a Common Program and advise on linkages to other CALFED components, we need representatives from source entities (ag. drainage, mining, POTWs, areas of origin and other key watersheds) and of the environmental movement to help us prioritize actions.

The following method was proposed for integration of proposed new team members:

1. Identify individuals and solicit their involvement
2. Contact them individually to bring them up to date on the Team's work to date.
3. An orientation for new team members will be scheduled from 11 to 12 on 23 Oct. ✓

e. Component refinement strategy

It was pointed out that we need to plan our upcoming meetings in greater detail. We determined to do this by working backwards from the end of the current (Step 1, Phase II) meeting schedule, and from the nature of expected finished (Step 1, Phase II) products.

a) Place in Phase II process

The Phase II flow chart, as presented to the Team during the Oct. 3 meeting and through subsequent revision, includes a number of steps. Our efforts through the planned series of meetings and the workshop will complete Step 1 activities, establish a plan for Step 2 activities (Linkages Plan), and identify some tools for Step 3 (benefits analysis).

b) Finished product

The finished product, as presented during the workshop and finalized in a document thereafter, will include the following:

1. Water Quality Common Program
 - Parameters
 - Ranges
 - Water quality data summary
 - Prioritized actions
2. Linkages Plan

c) Meeting schedule

The workshop has been rescheduled to permit time for preparation based on the last scheduled team meeting. The schedule now includes the following:

Oct. 23 -
Nov. 20
Dec. 9

d) Meeting agendas and materials

One of the challenges of the process is to maintain the interest and therefore the participation of team members. Since participants are motivated to influence decisions, it was decided that decision items on each agenda would be explicitly flagged as such, as distinct from informational items. Table 1 gives the agenda items for each meeting, with decision items in italics.

TABLE 1
Draft Agenda Items for Water Quality Meetings

	Oct 23	Nov 20	Dec 9
<i>use agenda</i> <i>Process</i> <i>Prioritized Action List</i> <i>INTERDISCIPLINARY ACTIONS (COMMON PROGRAM)</i> <i>Linkages Framework</i> <i>ALTERNATIVES</i> <i>Ranges</i> <i>Actions by priority</i> <i>How WQ relates to CALFED</i>	Phase 2, Component Refinement Schedule	Actions List -- Costs	Common Program
			Parameters
			Ranges
			Data Summary
			Actions
		Linkages Plan and Feedback	Linkages Plan
		Analytical Tools ID	Plan for the future
		Team Involvement during Phase 2	

e) Mailing deadlines and materials

To be addressed Monday, Oct. 14 meeting at 10 AM.

2. Follow up on October 8 strategy meeting

a. Internal CALFED coordination

- **CALFED activities requiring coordination (as a minimum):
Levees, assurances, ecosystem, finances, Water Use
Efficiency, modeling, storage and conveyance**

See 1.c. above. These contacts should be planned and coordinated to provide needed input on Water Quality throughout the CALFED process. Assignments should be made among staff, and reporting of planned contacts and contact results should be to Rick Woodard.

- **WQ team participation in other areas of CALFED activities**

See 1.c and 2.a above.

- **Communication from WQ team to other CALFED participants**

See 1.c and 2.a above.

b. Establish committee membership list

This list is being established and will be held by Beth Chambers. Rick Woodard suggested that an Access database be used for managing this list. John Dickey will provide a copy of his to Beth, and Rick or John can help her begin to use it.

c. Determine appropriate contact needs/frequencies

These contacts should be planned and coordinated to provide needed input on Water Quality throughout the CALFED process. Assignments should be made among staff, and reporting of planned contacts and contact results should be to Rick Woodard. It was suggested that contact notes and plans be added to the Access database including the addresses, and that this be available on the DWR network.

See 1.d.

d. Plans for subsequent meeting

We determined that it would be necessary to meet again to complete the agenda and to plan for the October 23 meeting in detail. This meeting was set for Oct. 14 (10 AM) at CH2M HILL/SAC office. Ron Ott will reserve a conference room for the meeting.